Guide to enabling your Personal Identity Verification (PIV) or Common Access Card (CAC) credentials for use with IPP

IPP Release 5 .12.1.1
Document Version 2.2
March 2023

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Introduction

This guide outlines the required steps agency users need to complete to enable the use of PIV or CAC credentials with IPP. These steps must be completed to link your IPP User IDs to your PIV or CAC credential.

Please contact IPP Customer Support at (866)-973-3131 or IPPAgencySupport@Fiscal.treasury.gov regarding any questions you have about this guide.

Assumptions

- Agency cert validated in TWAI.

- Agency user has been issued a PIV or CAC credential.

- Agency user has an active IPP User ID. See Appendix A for troubleshooting if you do not have an IPP User ID.

- Agency will establish internal policies requiring the use of a PIV or CAC credential to access the IPP application.

## Linking IPP User ID to PIV or CAC Credential

If you currently use your PIV or CAC credential to access another Fiscal Service application, it is likely that your PIV or CAC credential is already linked to your IPP User ID. Validate this linkage using the steps in the *Validate the User ID Linked to PIV or CAC Credential* section below.

If you currently do not use your PIV or CAC credential to access other Fiscal Service applications, please skip to *Credential Activation* on page 5.
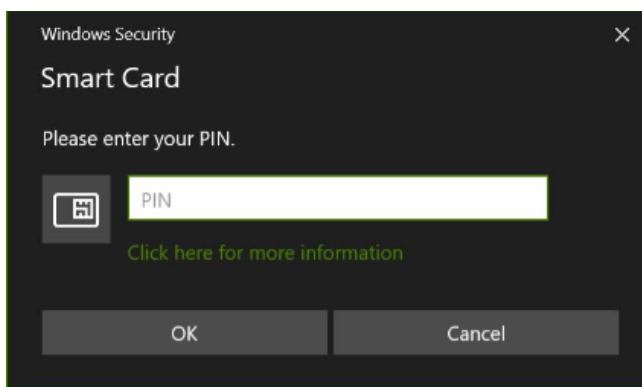
Validate the User ID Linked to PIV or CAC Credential

1. Make sure your PIV card is in the Card reader.

2. Go to https://piv.treasury.gov. Click on the certificate showing on the pop-up screen. (This will appear on the top center of your screen)

Note: Certificate may display differently depending on the browser.
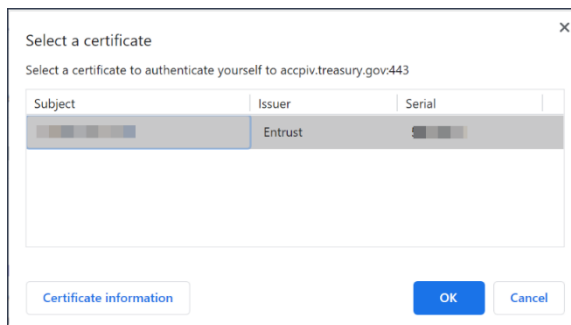
3. Click **OK.**

4. Enter your **PIN and click OK.**

5. If your PIV is linked, you will see a message in the green banner stating that your certificate is linked in production Fiscal Service LDAP. This means that you may now access IPP using your PIV.

👍 Certificate successfully validated for 1.3.6.1.5.5.7.19.1 (DEFAULT SCVP POLICY)   ✕

✔ Your certificate is linked in Production Fiscal Service LDAP

✕ Your certificate is not linked in Development Fiscal Service LDAP   Click here to link your certificate

X.509 Certificate Details

Subject: serialNumber=7490669075+cn=Collin Welker,ou=Treas,ou=Federal Reserve,o=XTec PIV-I SSP,c=US

Issuer: cn=WidePoint ORC NFI 4,ou=Certification Authorities,o=WidePoint,c=US

Not Before: Mon Nov 14 19:14:29 UTC 2022

Not After: Wed Nov 12 00:00:00 UTC 2025

SerialNumber: 72058693549735718

Signature Algorithm: SHA256withRSA

Version: 3

6. No further action is needed since your PIV/CAC has been successfully linked to your production Single Sign On (SSO) account. You can proceed to log-in to IPP with your PIV/CAC card.

Credential Activation

1. Place your PIV or CAC credential into the card reader.

2. Navigate to the **Certification Activation and Self Service (CASS) Home** Page using the link https://piv.treasury.gov/cass/.

3. Select the certificate shown in the pop-up window. (A screen like the one below will appear on the top center of your screen)
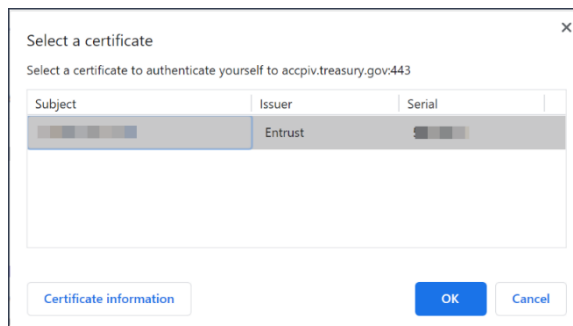

>   **Note**: Certificate may display differently depending on the browser being used.
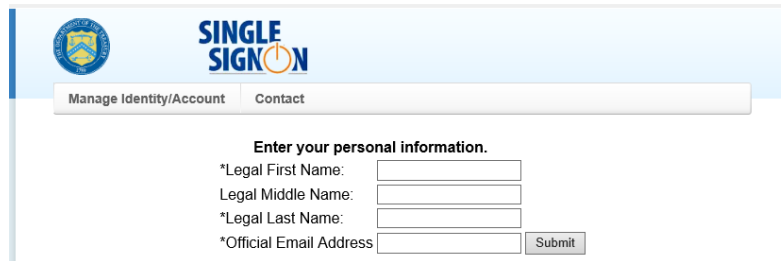
4. Click **OK.**

5. A PIN prompt will display once the correct certificate has been chosen.
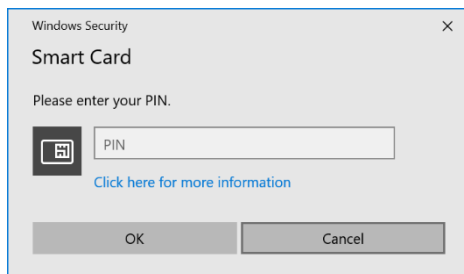
6. Enter the PIN for the PIV/CAC and click **OK.**

7. Chose the hyperlink "**I need to link my PIV or PIV-I cert to an existing Fiscal Service SSO account**" link.   **Note: DO NOT** click on "I do not have a Fiscal Service SSO account". If you have not received an IPP User ID, reach out to your agency's IPP Administrator.
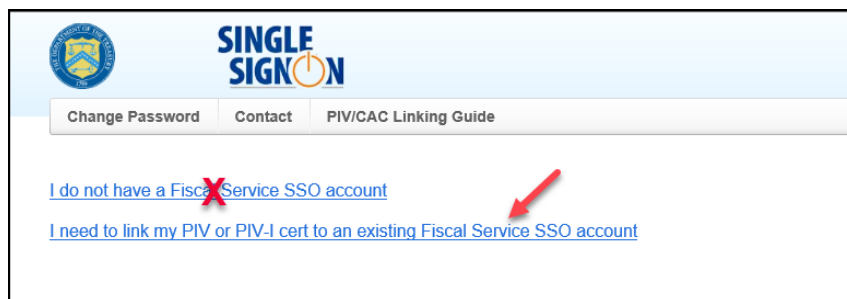
8. If prompted, enter personal information, and click Submit. Otherwise, skip to Step 9.

9. CASS will send a registration link to the email address entered in the previous step.
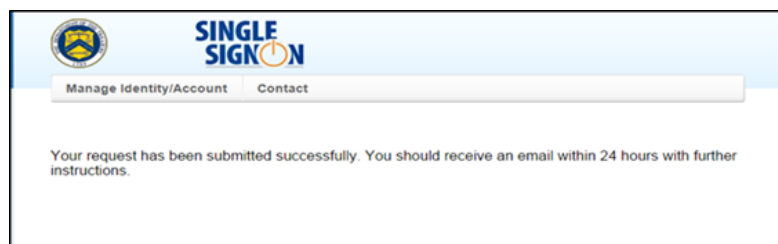

Note: It can take up to 24 hours for the email to arrive. Please check your email spam or Junk folder if you have not received the email within 24 hours.

10. Once you receive the email from CASS, click on the link, to be directed back to CASS. Enter your IPP User ID and password and click Submit to link credentials.

11. You will receive a confirmation email from ISIM within 24 hours. The email will contain "Treasury Fiscal Service SSO Certificate Activation Notification" in the subject line of the email.

12. Please log into the IPP application https://ipp.for.fiscal.treasury.gov with your PIV/CAC.

Note: Once you link your PIV/CAC, you will not be able to use a User ID and password to access IPP.

Appendix A – Troubleshooting

- **I do not have an IPP User ID.**

  Please contact your Disburser Administrator to create an IPP User account.

- **I did not receive the option to enter my credentials as noted in step 4 of Credential Activation Activities.**

  Or

- **I am receiving the message that my credential is already linked to a SSO account.**

  Please follow the steps in the Validate the User ID Linked to PIV or CAC Credential section.

- **The User ID listed as linked to my PIV or CAC credential is not the User ID that should be used.**

  - Send an **email** to itservicedesk@fiscal.treasury.gov requesting to remove a User ID linked to your PIV or CAC credential. Be sure to include the User ID that needs to be removed.

  - Once confirmation is received that the User ID has been removed, go back through the *Linking IPP User ID to PIV or CAC Credential* steps starting on page 5 of this guide.